

City of Long Beach

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Municipal Civil Service Commission

OPEN COMPETITIVE EXAMINATION

#60645

SENIOR PERSONNEL CLERK (BENEFITS) LONG BEACH PUBLIC SCHOOL DISTRICT

***PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD
TO RACE, CREED, COLOR OR NATIONAL ORIGIN***

EXAMINATION DATE: Saturday, January 20, 2018.

LAST FILING DATE: Applications must be physically received by the Civil Service office by December 15, 2017 by 5:00 p.m. Applications received after the stated date/time, even if postmarked prior to the date/time, will not be accepted.

LOCATION OF EXAM: To be announced.

STARTING SALARY: \$38,457.00

VACANCY: The list established from this exam can be used to fill any current or anticipated full-time or part-time vacancies in the Long Beach Public School District.

APPLICATION PROCESSING FEE: A nonrefundable application processing fee of \$25.00 is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Such fee is computed pursuant to Article 4, Section 50, Subdivision 5 and Article 2, Section 23, Subdivision 2 of the Civil Service Law. Fees must be paid by personal check, cashier's check or money order, made payable to the "City of Long Beach" at the time the application is submitted. Write the examination number(s) and the applicant's name on the payment. No cash will be accepted. An additional administrative charge of \$25.00 will be assessed for all checks returned due to insufficient funds. Additionally, you may apply in person and pay the application processing fee with a credit card (Visa or MasterCard). Application processing fee may be waived upon presentation of documentation supporting hardship. You should carefully review the announced Minimum Qualifications. If an application is disapproved, the application processing fee will not be refunded.

RESIDENCY: Preference in certification for appointment may be given to successful candidates who have been residents of the City of Long Beach. When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

ELIGIBLE LIST: Every candidate who attains a passing mark on the exam shall be eligible for appointment to the position for which he/she was examined and his/her name shall be entered onto the eligible list in the order of his/her final rating. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment. The duration of the eligible list shall be not less than one or more than four years.

GENERAL STATEMENT OF DUTIES: Under general supervision, independently process and audit a variety of complex personnel and benefits documents, maintain detailed control records, provide information on various personnel procedures and regulations. Work involves considerable internal and external contacts, difficult non-routine tasks and access to confidential information. Judgment and initiative are exercised frequently in answering, verbal and written communications and in implementing and interpreting policies regarding benefits programs, and perform other duties as required.

EXAMPLE OF WORK:

1. Processes personnel transactions by gathering information for new hires, certifications, separations, reassignments, referrals, leaves of absences and other personnel matters; and by filling out forms and distributing copies to appropriate departments and individuals to ensure that all personnel actions are initiated and that correct records are posted and maintained.
2. Checks personnel forms for completeness and accuracy and ensures information entered adheres to rules, regulations and procedures.
3. Processes and schedules appointments for medicals, fingerprinting, follow-ups tests, employment verification, background checks, and driver's license renewals to ensure that employee's records are completed and updated.
4. Enters data or information into a terminal, PC, or other keyboard device.
5. Maintains a complex system of departmental records and reports.
6. Processes employee time checks and maintains all employee attendance records.
7. Operates all office equipments.
8. Communicates with carriers and people receiving benefits to notify them of changes in coverage and to resolve employee or retirees problems.
9. Processes forms and records in employee benefits programs and checks them for accuracy and completeness.
10. Interprets benefits policies for employee benefits for employees, long-term disability recipients, retirees, surviving spouses and dependents.
11. Reviews, prepares and submits for approval claims and applications for benefits.
12. Prepares remittances for accurate payment of premiums.\
13. Performs research work for statistical data.

EXAMPLE OF WORK (continued):

14. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
15. Recommends revisions of procedures for the administration of benefits programs.
16. Sets up schedule for mandatory District training of new hires to various areas.
17. Controls office supplies and equipment and prepares purchase requisitions;
18. Other duties as assigned.

MINIMUM QUALIFICATIONS: Candidate must meet the following requirements on or before the last filing date (December 15, 2017) to be eligible to take the examination on January 20, 2018:

Graduation from high school and five years of office clerical experience, three of which must have included the processing and auditing personnel records in a computerized system, one year of which must have been in a government agency (local, state or federal) and one of which must have been in a human resource or personnel office.

NOTE: The burden of establishing qualifications to the satisfaction of the Commission shall be upon the applicant. You must clearly describe on your application or resume exactly how you meet the minimum qualifications for this examination.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test is designed to test for knowledge, skills and/or abilities in such areas as:

1. **Office record keeping** – these questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.
2. **Personnel principles and practices** – these questions test for knowledge of the principles and practices used in performing procedures and in addressing issues that are part of the personnel function in a governmental agency, and in responding to general questions about the personnel function.

SUBJECT OF EXAMINATION (continued):

3. **Preparing written material** – these questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. **Public contact principles and practices** – these questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.
5. **Understanding and interpreting written material** – these questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

NOTE: THE USE OF A CALCULATOR IS ALLOWED. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

STUDY GUIDES: The New York State Department of Civil Service has not prepared a Test Guide for this examination. However, candidates may find information contained in the publication 'How to Take a Written Test' helpful in preparing for this examination. This publication is available online at: <http://www.cs.ny.gov/testing/localtestguides.cfm>

CROSS FILERS/MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY

- **Local to Local Cross Filers:** If you have applied for any other civil service examinations with any other local government jurisdiction, excluding New York City, to be given on the same test date you must notify in writing each civil service agency to make arrangements to take all the examinations at one test site. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.
- **State to Local Cross Filers:** If you have applied for both State and local government examinations you must notify this office in writing of your intent to take both a State and local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credits are available from this office. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran's credit.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

FILING DATES/LOCATION: **FROM: November 20, 2017**
THRU: December 15, 2017, 5:00 PM
AT: Civil Service Office, Room 504
City of Long Beach
1 West Chester Street
Long Beach, NY 11561

RELIGIOUS OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Long Beach Civil Service Commission as soon as possible before the test date. If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Long Beach Civil Service Commission (516-705-7214) for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than 10 business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5 p.m. on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

ADMISSION NOTICES: If you have not received your notice to appear for the written test five (5) days before the date of the test, please contact the Civil Service Office (516) 705-7214.

APPLICATION INFORMATION:

- *NO APPLICATIONS WILL BE ACCEPTED AFTER THE ADVERTISED FILING PERIOD. Applications must be physically received by the Civil Service office by the date/time stated, applications received after the stated date/time, even if postmarked prior to the date/time, may not be accepted.*
- Applications must contain the correct examination number and title in order to be considered.
- This announcement and an application can be downloaded from the City's website - www.longbeachny.gov/jobs.
- This office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.
- Answer all questions on the application. Failure to answer all questions will result in a delay in the processing of your application. All statements made are subject to verification. Inquiries may be made as to character and qualifications.
- It is your responsibility to report, in writing, a change of address to the Civil Service office, in order for notification of test results and any other communications to be received by the applicant. Indicate the examination title, number and date on all correspondence.

THIS EXAMINATION WILL BE PREPARED AND WILL BE RATED IN ACCORDANCE WITH SECTION 23 (2) OF THE CIVIL SERVICE LAW. THE PROVISIONS OF THE NEW YORK STATE CIVIL SERVICE LAW, RULES, AND REGULATIONS DEALING WITH THE PREPARATION AND RATING OF EXAMINATIONS WILL APPLY TO THIS EXAMINATION.

Issue Date: November 20, 2017